

**OPEN TO:** All Interested Candidates

**POSITION:** Registered Nurse

**OPENING DATE:** November 10, 2011

**CLOSING DATE:** November 24, 2011

**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Nassau, Bahamas is seeking an individual for the position of Registered Nurse in the Management Section.

### **BASIC FUNCTION OF POSITION**

The incumbent serves as the Post's primary health care provider. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Management Officer. The position will provide the full range of professional nursing services to American and Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources. Contact (Tel: 322-1181 – ext. 4288, 4292 or 4293).

### **REQUIRED QUALIFICATIONS**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education:** Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. and be fully credentialed/licensed in the Bahamas and/or country of training.
- b. Prior Work Experience:** Two years of hospital or outpatient nursing is required,
- c. Language Proficiency:** Level IV (Good Working Knowledge) Speaking/Reading English is required.
- d. Knowledge:** Must have up-to-date nursing science and technology understanding. Must also be able to administer adult and pediatric immunization

program according to current CDC standards. A good working knowledge of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expandable medical supplies and equipment for ambulatory care clinic is also required.

- e. **Skills:** Must have computer skills and be able to use Microsoft Word and other applications, as necessary.
- f. **Abilities:** Must be able to work with minimum supervision and resolve problems utilizing individual judgment and discretion. Must also have strong interpersonal skills.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Electronic submission of application may be made at: NassauHR@state.gov

## **POINT OF CONTACT**

Name: Rachel Poitier  
Telephone: (242-322-1181 ext 4293)  
FAX: (242-328-7838)  
NassauHR@state.gov

**CLOSING DATE FOR THIS POSITION: November 24, 2011.**

**The U.S. Mission in Nassau provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**